

## **RSTARS 502 BATCH BALANCING SCREEN**

Users have called the MAIN help desk stating they are getting an error message if they press the F10 key after entering a batch via the 502 screen.

Users believed they needed to press the F10 key to put the batch in "hold" status. This is incorrect. The batch was already in "H" status.

Once the batch is released, the Status field on 520 View a Batch screen changes to "A" approved. At this stage the batch is ready for further approval, if needed. We would also like to remind the users at this time that the batch in "A" status can be changed. This can be done by using <F11> CORRECT BATCH function key and then using <F4> CHANGE key on 510 Recall a Batch for Correction Screen. The batch also can be deleted at this stage by using <F3> Delete key.